

MINUTES

EMERGENCY MEETING OF COUNCIL OF THE TOWN OF CARLETON PLACE

**Friday, March 13, 2020, 2:00 p.m.
Town Hall Council Chambers**

COUNCIL PRESENT: Mayor Black
Deputy Mayor Redmond
Councillor Fritz (arrived at 2:09 p.m.)
Councillor Seccaspina
Councillor Randell
Councillor Tennant
Councillor Atkinson

STAFF PRESENT: Diane Smithson, CAO
Stacey Blair, Clerk
Joanne Henderson, Manager of Recreation
Meriah Caswell, Librarian
Tracey Freill, Manager of Childcare Services
Trisa McConkey, Treasurer
Dave Young, Director of Public Works
Pascal Meunier, Director of Protective Services
Lennox Smith, CBO
Robin Daigle, Manager of Engineering

1. CALL TO ORDER

Mayor Black called the meeting to order at 2:01 p.m.

Mayor Black stated that the Covid-19 crisis is unfolding quickly. This event can cause mental duress to both Council and workers, and that in an effort to keep everyone healthy, the Town has to work to not contribute to the spread of the virus.

2. DISCLOSURE OF PECUNIARY INTEREST AND/OR CONFLICT OF INTEREST AND GENERAL NATURE THEREOF

None declared.

3. BUSINESS

1. Impacts and Response to Covid-19

The CAO provided a number of questions to Council that had been provided by staff. After discussing the questions, the following resolution was passed to formalize Council's responses.

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Randell

THAT the Council of the Town of Carleton Place pass the following:

1. Unless it is an emergency, there shall be no Council, Committee of the Whole or Advisory Committee meetings until March 31st which shall be reassessed by Council at that time;
2. All public meetings under the Planning Act shall be cancelled until March 31 which shall be reassessed by Council at that time;
3. All of the Town's public facilities will be closed, (including but not limited to the Town Hall, arena, childcare facilities, halls, pool), and all programming cancelled (whether Town or privately operated) until March 31st which shall be reassessed by Council at that time;
4. Where possible, staff is to attend work or tele-work if possible; if not possible, staff will still be paid if they cannot attend work; essential services in Public Works, Fire, By-law and Building are to attend work;
5. Staff who have traveled by air or out of the country shall be required to self-isolate for 14 days upon their return; and that these staff members will be paid if they have already left; that this shall become effective at the end of business today;
6. Staff who travel after end of business on Friday, March 13, 2020 will be responsible to cover their own 14-day self-isolation period upon their return by using vacation or time in lieu;
7. Staff shall find out about available funding from other levels of government to assist with the cost of measures to be taken;
8. Any employee that has a member of their household that is sick (including undiagnosed) shall be permitted to self-isolate and that where possible staff shall work from home and be paid for this time;
9. Staff shall determine by next Wednesday if the Spring Home show will proceed as originally scheduled; this decision shall be determined by the CAO and the Manager of Recreation and Culture;

10. The Town's Childcare Centers will be closed for the remainder of the closure of Ontario public schools until April 6, 2020 beginning Monday, March 16 at 6:00 p.m. to allow parents time to make alternate arrangements; an announcement will be sent out today. Parents shall not be charged for this time and Childcare Workers shall be paid until March 31, 2020 with the balance of time being covered by vacation or time in lieu.

11. Council recommends to the Library Board that the Library close until March 31, 2020 and that fines be suspended during this time.

CARRIED

4. CONFIRMATORY BY-LAW

1. By-law No. 24-2020

Moved by: Deputy Mayor Redmond

Seconded by: Councillor Tennant

THAT By-law 24-2020 (To Confirm Council Proceedings) be read a first, second and third time, and finally passed.

CARRIED

5. ADJOURNMENT

Moved by: Councillor Tennant

Seconded by: Deputy Mayor Redmond

THAT the meeting be adjourned at 3:15 p.m.

CARRIED

Doug Black, Mayor

Stacey Blair, Clerk